

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CRIMINALIST

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Criminalist is the first level in a two level Criminalist series. Incumbents are responsible for working at the California Department of Justice Crime Lab processing DNA evidence for Fresno Police Department cases.

The Criminalist is distinguished from the Senior Criminalist, which is responsible for performing more complex and highly specialized criminalistics evaluations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-------------------------|
| 1. | Performs routine and less complex physical and chemical analyses of evidentiary material of specimens such as blood, narcotics, drugs, hairs and fibers, metals, tool marks, and body tissues and fluids. | Daily
40% |
| 2. | Conducts visual, microscopic, and other technical examinations and comparisons of tool marks, firearms and other weapons, bullets, cartridge cases, and ammunition. | Daily
20% |
| 3. | Prepares and develops photographs and photomicrographs using black and white and color films. | Daily
10% |
| 4. | Prepares written findings and displays for court presentation; testifies concerning findings as established by laboratory analyses and interprets findings as a qualified expert witness. | Weekly
5% |
| 5. | Contacts other scientific investigatory agencies to coordinate findings or to seek alternative methods of analysis involving specific case studies. | Weekly
5% |
| 6. | Conducts research into new methods and procedures of scientific criminal investigation or other special assignments as directed. | Monthly
5% |
| 7. | Processes crime scenes and/or clandestine laboratory scenes for physical evidence and reconstructs events of crimes from physical evidence. | Monthly
5% |
| 8. | May assist with forensic DNA analysis, DNA test result interpretation, and DNA test validation. | Occasion-
ally
5% |
| 9. | May provide assistance to Senior Criminalists with the analysis of critical evidence and in complex physical evidence materials examinations. | Occasion-
ally
5% |

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

CRIMINALIST

<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
10.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in Criminalistics, Chemistry, Biology/Biochemistry, Forensic Science, or closely related field and two years full-time experience performing DNA analysis are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Criminalistics principles, methods, materials, equipment, and techniques;
- Chemistry, physics, biology/bio-chemistry, physiology and botany principles;
- Mathematical concepts;
- Crime scene processing procedures ;
- Applicable Federal, State and Local laws, codes, ordinances, policies, procedures, rules and regulations;
- Rules and criminal procedures concerning time limits, discovery, evidence and expert witnesses.

FRESNO, CALIFORNIA

CLASS SPECIFICATION

CRIMINALIST

Skills (position requirements at entry):

Skill in:

- Safely operating and maintaining applicable tools and equipment
- Performing a variety of scientific tests and analyses
- Assisting with the analysis of critical evidence and interpretation in complex physical evidence materials examinations, including DNA analysis
- Securing the cooperation of others in difficult work situations
- Testifying in court
- Making accurate observations and records of test results
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises travel.

Incumbents may be subjected to adverse and/or unfriendly individuals or crime scenes including decomposing bodies and autopsies.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008